



Direct Hire Career Opportunity Bulletin

Department of Professional and Financial Regulation

Bureau of Insurance

Insurance Division Supervisor

Class Code: 0368

Opening Date: April 12, 2016 **Closing Date:** April 29, 2016
Location: Gardiner
Position Type: Full Time
Salary: Grade 27 \$46,113 - \$63,273

DESCRIPTION:

The Maine Department of Professional and Financial Regulation Bureau of Insurance Research and Statistics Unit seeks an Insurance Division Supervisor.

Primary responsibilities include:

- Working with outside entities, including insurance companies and other reporting entities to ensure timely receipt of reports.
- Tracking the receipt of data and completion of reports. Maintaining a planning schedule to ensure timely completion of projects.
- Coordinating the Bureau's web page updates together with the outreach coordinator and senior staff, including content and appearance.
- Serving as liaison with and a resource for other Bureau work units, including assisting with reporting and data collection and analysis, and assisting with various computer and system issues.
- Serving as liaison with other state agencies and outside entities, including other regulators, the National Association of Insurance Commissioners and insurance companies on systems and data reporting issues.

To be successful in the position you must have knowledge of and experience in:

- Managing information systems projects including coordination with national platforms.
- Supervisory and management of subordinate personnel.
- Data collection, analysis and compilation.
- Data collection and reporting software and systems.

QUALIFICATIONS:

A Bachelor's degree in Mathematics, Accounting, Statistics, Business Administration, or a related area and four (4) years responsible experience in insurance, legal contract review, or a related field. Equivalent experience may be substituted for education on a year-for-year basis.

Questions about this position should be directed to Karma Lombard, Secretary Associate at (207) 624-8540 or Karma.Y.Lombard@maine.gov.

Public Service	Career Diversity
Retirement	Promotional
Benefits	Opportunities
Paid Holidays	Over 10,000 Employees
Training	Statewide Locations
Full Time	Seasonal Jobs
	Part Time

Application process:

In order to be considered for this position, qualified candidates must submit a State of Maine direct hire application, resume, and cover letter.

Direct Hire Application forms can be obtained by contacting the SESC human resource office or by accessing the state of Maine website at:
http://www.maine.gov/bhr/state_jobs/how_to/direct.htm

Send completed applications to:

Security and Employment Service Center
Annette Caron Nash, H.R. Generalist
108 State House Station
Augusta, Maine 04333
Tel: 207.623.6734
annette.caron-nash@maine.gov

Applications must be postmarked on or before April 29, 2016.

Benefits:

Value of State's share of Employee's Retirement: 15.3% of pay
Value of State-paid Dental Insurance: \$13.13
Value of State-paid Health Insurance*
Level of Coverage:
95% State Contribution = \$377.73 biweekly
(Employee pays: 5% = \$19.88)
90% State Contribution = \$357.85 biweekly
(Employee pays: 10% = \$39.76)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program.